



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF CULTURAL RESOURCE MANAGER	39	A	7.854

Under administrative direction, the Chief Cultural Resource Manager directs the Department of Transportation's statewide cultural resource management program to ensure compliance with federal, state, and local mandates applicable to cultural remains. Primary responsibilities include managing the Department's Cultural Resource Section and serving as Principal Investigator for archaeological surveys, excavations, and mitigation projects subject to review by various state and federal agencies.

DISTINGUISHING CHARACTERISTICS:

This single-position class reports to a Division head in the Department of Transportation, and supervises Cultural/Natural Resource Specialist III's, who supervise lower level Cultural/Natural Resource Specialists in archaeological work. The position carries the highest level of technical expertise in cultural resource management within the Department, and is the focal point of administrative and technical accountability for the Department's cultural resource management obligations.

EXAMPLES OF WORK:

(The following is used as a partial description, and is not restrictive as to duties required).

Develops Cultural Resource section's work plan in response to requests from the Department of Transportation's Divisions of Planning, Design, Bridge, Materials & Testing, Right of Way, and Maintenance Districts. Coordinates with professionals and managers throughout the Department to define project parameters, advise on legal cultural resource management requirements affecting their projects, and suggest means of achieving compliance.

Represents the Department's cultural resource management efforts to regulatory agencies, historic preservation organizations, and the scientific community. Conducts tribal consultations regarding projects that will impact Native American sites. Consults other members of the archaeological community with recognized expertise in specific types of sites. Ensures that recovered artifacts are curated at appropriate museums.

Supervises archaeologists in the design and management of cultural resource surveys, evaluation of eligibility for National Register of Historic Places, excavations, mitigation projects, and the writing of scientific reports. Assigns projects to employees or contractors depending on specialized expertise required. Personally manages the most complex and sensitive projects. Manages the section's testing, evaluation, and mitigation of cultural

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EXAMPLES OF WORK: (cont.)

resource sites uncovered during construction to ensure regulatory compliance while enabling the earliest resumption of construction. Serves as editor of technical papers published by the section for the archaeological community.

As Principal Investigator, retains legal responsibility for quality and ethics of scientific work performed by the section under permits from the State and various federal land management agencies.

Develops and manages section budget; oversees development of project cost estimates; negotiates contracts for consulting services; evaluates and provides for personnel training needs; administers personnel policies and programs for section employees.

Acts on behalf of the Division head as assigned, which requires the incumbent to maintain updated current knowledge of the Department's environmental projects and services as related to transportation systems construction.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or are needed to perform the work assigned.)

Detailed knowledge of archaeological research issues pertaining to cultural resource management of Nevada sites. Detailed knowledge of the responsibilities of a Principal Investigator and permit maintenance requirements. Knowledge of State and department policies and procedures for procurement, budget and personnel administration. Knowledge of where to go within the Department and the State for needed information.

Ability to organize and manage multiple simultaneous cultural resources projects on a statewide basis. Ability to effectively advise divisions within the department on cultural resource management obligations, time frames required, project implementation and coordination.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Detailed knowledge of the National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations. Detailed knowledge of archaeological theories and methods; working knowledge of historic preservation principles and theory. Knowledge of the functions of State and federal regulatory agencies and the time frames involved in the cultural/natural resources regulatory process. Knowledge of current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law.

Ability to coordinate the efforts of division staff, various State and federal agencies and professionals by determining the time, place and sequence of actions to be taken on the basis of the analysis of cultural resource data and project parameters. Ability to establish and modify priorities appropriately in response to changing conditions. Ability to supervise and direct all phases of large site excavation projects. Ability to manage division staff through delegation, training, performance evaluation, reward and discipline. Ability to

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interact diplomatically with department staff, State and federal agencies, the scientific and preservation communities, and the general public. Ability to motivate others to effective action. Ability to analyze and modify staffing patterns, workflow, internal policies and procedures to accomplish established objectives. Ability to mediate between contending parties, negotiate and exchange ideas, develop consensus, and arrive at sound conclusions and solutions to organizational and cultural resource management problems. Ability to analyze technical reports and associated documents for accuracy and responsiveness to federal and State requirements. Ability to oversee the writing and editing of publication-quality scientific reports. Ability to speak extemporaneously on short notice regarding historic preservation, department cultural resource projects or archaeology.

EDUCATION AND/OR WORK EXPERIENCE:

I

Ph.D. from an accredited college or university in archaeology, anthropology, architectural history, historical preservation, or a closely related field; and one year experience conducting and supervising archaeological field surveys, excavations and testing and mitigation for proposed projects; OR

II

Master's degree from an accredited college or university in archaeology, anthropology, architectural history, historical preservation, or closely related field; and two years experience as described above; OR

III

One year at the Cultural/Natural Resource Specialist III level in Nevada State service; OR

IV

An equivalent combination of education and experience.

NOTE: As a condition of hire and continuing employment, incumbents must maintain professional qualifications consistent with current federal and State requirements for managing cultural/natural resource programs and/or for Principal Investigator designation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.854

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10/25/85PC
REVISED: 7/1/93P
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